



# First Aid Training – General Information for Participants

## Information for all participants

### Registration

Registration is 15 minutes prior to course commencement. Please bring your confirmation letter. All participants must provide Photo ID to the Trainer and Assessor at the commencement of the class in order to participate in the assessments and receive a Statement of Attainment upon successful completion of the course.

### Unique Student Identifier (USI)

For all participants attending an accredited course you will be required to provide a valid USI. This can be obtained via the USI website ([usi.gov.au](http://usi.gov.au)) and the details must be entered in to your profile. A Statement of Attainment cannot be issued until we have received this and all assessment criteria of the course has been met.

### Dress

Casual clothing is recommended for comfort during our courses. We suggest pants, jeans or shorts. Please be aware that closed in shoes are required for safety reasons.

### Age Limit for students

For any classes provided within the school or community group environment, where there is a teacher or supervisor present there would be no age restriction as this satisfies the supervision requirement. All trainers will hold a current Working with Children's Check card.

For Public and Onsite classes, based on the recommendations from the Australian Resuscitation Council (ARC) regarding the potential stress on young students understanding the consequences of performing CPR the following age limits have been set for first aid training:

- ▶ Ages 14 -15 years can enroll as a student into a course and attend with either parental or appropriate adult supervision. **If appropriate supervision is not provided the student will be denied entry to the class and advised to return home.**
- ▶ Students who are 16 -17 years can attend a course with written parental consent; **If written consent is not provided to the trainer on the day the student will be denied entry to the class and advised to return home.**
- ▶ 18 years and above are considered as an adult;

### Minors

We are unable to accept young children in a classroom situation. It is the parent's responsibility to find appropriate care for their children for the following reasons:

- ▶ We do not provide crèche facilities in our training centres
- ▶ It is an OSH issue
- ▶ Risk of infection to young children
- ▶ Disruption to other students

For breastfeeding mothers, the baby may be brought to the training centre during tea and/or lunch breaks.

### Course Materials

You will be issued with course materials, and notified of pre-course work where applicable. Please bring a notepad and pen.

### Lunches

A 30 minute lunch break is provided. Training centres have kitchen facilities, including fridges and microwaves for your convenience. Tea and coffee is also provided.

### Messages

Please telephone 9334 1233 (for metro) or your local sub centre during office hours for relay of urgent messages to course participants.

### Re-Assessment

If the assessment criteria requirements have not been achieved, participants will have the opportunity to be assessed once, at no cost, within a six week timeframe from the date of their course. Contact the Customers Service Centre on 9334 1233, or your local sub centre to book a re-assessment

### Flexible Learning & Assessment

Participants experiencing difficulties associated with attending classes or assessment sessions should discuss the issue with the Trainer and Assessor of the course so that alternative arrangements can be made. Reasonable effort will be made to ensure that participants are provided with flexible options for learning/assessment.

### Participant Rights & Responsibilities

Participants have the right to a learning environment characterised by mutual respect and equal opportunity. Participants are responsible for their own behaviour and are not to engage in behaviour that is unsafe or inappropriate. We do not recommend that parents bring children to courses as trainers reserve the right to ask participants and/or children to leave if they are disruptive or disrespectful to the class.

A formal Complaints and Appeals procedure can be accessed by all participants if there are any issues that have not been resolved satisfactorily.

### Access & Equity

St John WA via The College of Pre-Hospital Care, will ensure that a cross-section of the community have equitable access to participation and involvement in the benefits of training and assessments. This is achieved through the non-discriminatory participant selection procedures, allowing access for all members of the community.

### Participant Support

Participants with special needs or a language/literacy difficulty should inform staff at the time of enrolment to discuss their requirements. Participants experiencing difficulty during the course should seek assistance from the Trainer and Assessor.

### Skills Recognition

Participants may apply for skills recognition (Recognition of Prior Learning). This is the process of gaining formal recognition of previous training or knowledge and skills gained through other means such as on-the-job experience or everyday life. These skills and knowledge are mapped against the accredited course requirements.

### Mutual Recognition

St John WA via The College of Pre-Hospital Care recognizes Australian Qualifications Framework Qualifications and/or Statements of Attainment issued by any other Registered Training Organisation.

